



Acknowledgement of Receipt

Read this Manual carefully and keep it as a hand reference. It details responsibilities of both the employer and employee.

Your signature is required below as your receipt of this Personnel Procedures Manual. Should you have any questions, discuss them with your immediate Supervisor.

I have received my copy of the Personnel Procedures Manual for Mahoning County Employees effective January 1, 2005, which outlines my rights and responsibilities as a Mahoning County employee. I will read and familiarize myself with the information contained in this manual.

I fully understand that it constitutes the personnel policies of the Mahoning County Commissioners. I also understand that this manual does not constitute a contract of employment.

The Board of Commissioners reserves the right to add, delete, or modify any of the policies contained herein. If that occurs, I understand I will receive notice of any changes and I have access to an electronic or hardcopy of the changes.

I understand that if there is a conflict between the provisions expressed in this manual and any applicable collective bargaining agreement or any state or federal law, then the applicable collective bargaining agreement, state or federal law prevails. If any provisions of this manual are not addressed in an applicable collective bargaining agreement, then the manual prevails.

Date

Employee Signature

Date

Human Resource Representative Signature